



Chef/Kitchen Coordinator

Camp Jubilee boasts over 128 acres and is situated on the scenic Indian Arm in North Vancouver, BC. It is a water access facility located a short boat ride from Cates Park and welcomes over 8000 guests per year. It is a place to experience a truly West Coast adventure all within a short distance of Vancouver. Camp Jubilee offers stunning beauty of Indian Arm, great food and true west coast hospitality.

Camp Jubilee is a group facility offering camping experience for children, youth and adults. Our program areas include outdoor school programs, rental programs and summer camps for children.

The Role:

We have an opening for a career minded and entrepreneurial Food Service Professional. The successful candidate will have recent and successful experience leading a busy, large volume catering/restaurant operation. Candidates with children's camp, educational facility, teaching, kitchen, resort or other tourism related experience are encouraged to apply.

The Chef/Kitchen Coordinator is responsible for developing, maintaining and improving food services for guests visiting Camp Jubilee Retreat and Conference Centre. This position oversees all activities of the food services department including the main kitchen, special diets kitchen, and 2 dining rooms. This position ensures that the kitchen is operated based on food services plans, safety policies, operational procedures and customer service expectations. A strong understanding and interest in meeting special diets requirements (Vegan, Vegetarian, Gluten Free, Dairy Free etc.) of guests is vital.

You will ensure that the kitchen and dining room is clean, tidy and presentable at all times. The Coordinator manages a kitchen budget including staffing and raw food costs and is responsible for ensuring that the kitchen budget stays within budget guidelines.

The position is responsible for training, supervising and mentoring staff working in the kitchen including Cooks, Kitchen Assistants, and other staff who are performing kitchen or dining room duties. The Chef/Kitchen Coordinator is expected to model enthusiasm, respect and professionalism always and creates a professional, respectful kitchen environment. You will wear a uniform and to maintain a professional appearance and attitude.

Accountability

The Chef/Kitchen Coordinator reports to the Camp Manager.

Sampling of Responsibilities:

- Provide health meals and snacks for up to 200 guests/day
- Provide alternate meals for guests/staff with special diet needs
- Ensure that the kitchen and dining room is clean, tidy and presentable at all times
- Ensure that the kitchen is operated based on food services plans, safety policies, operational procedures and customer service expectations
- Hire, train, supervise and mentor staff and volunteers
- Process food order, liaise with food suppliers and monitor inventories
- Manage the food service budget
- Ensure high level of standards in all areas
- Ensure that all supplies, equipment and areas are kept clean and organized
- Provide above average support to all guests
- Create schedules, reports and other materials

Living Situation:

Camp Jubilee is a semi remote camp facility located a short 30 minutes from Deep Cove in North Vancouver and is accessible only by boat. Staff are picked up and dropped off in the camp's passenger boat for the short ride up to Camp Jubilee. The Chef/Kitchen Coordinator generally works 5 days per week.

Staff are expected to spend their days off in town and not on site.

Qualifications:

- Career minded and entrepreneurial approach and manager style
- Ability to foster a healthy and positive kitchen environment
- Prefer 5+ years experience working in food service industry
- Prefer 2+ years in a supervisory/management capacity
- Red Seal Certification or ability to acquire (Preferred)
- FOODSAFE Certification
- Minimum of Standard First Aid and CPR Level C (by Start Date)
- Formal Culinary Training (Preferred)
- Experience working in a related environment preferred (i.e. camp, resort, lodge etc.)
- Good communication skills including the ability to speak read and write in English
- Good computer literacy and able to use a variety of programs including Microsoft Office, online food ordering software (GFS) and cloud based staff scheduling/payroll

Remuneration:

This is a full time 8 month seasonal position starting in March. Could be a year round position for the right candidate with modified winter work (November-February) assisting with facility repairs and/or administration roles. A daily wage of \$200-\$250/Day plus year end completion bonus is offered.

Please apply with resume to <https://campjubilee.campbrainstaff.com/> or email mark@campjubilee.ca

